

Guidelines for Submitting Papers for AMPET Proceedings

Each presenter is responsible for the following:

- Submitting paper (hardcopy and electronic copies) per the enclosed instructions.
- Generating a presentation within the stated time frame (20 minutes presentation time and 5 minutes question and answer time).
- Submitting enclosed biography sheet/audio-visual needs form

AMPET is moving into new territory in production of conference proceedings. A CD-ROM will be distributed at the conference instead of mailing the usual hardcopy after the conference. The organizing committee needs your assistance to ensure that the proceedings are the best product possible. Therefore, it is imperative that you submit the requested formats of your paper by the set deadline. This will ensure that the proceedings are complete and accurate.

Each presenter is requested to submit written confirmation of attendance to Dawn Cross at the following e-mail address ***dawn.cross@msfc.nasa.gov*** or FAX number (256) 544-5877. Confirmation as well as any corrections to name, presentation title, and company/organization is due by May 31, 2000 to ensure correct spellings in any future printed conference publications. If you have any questions please contact Dawn R. Cross at (256) 544-1835 or the e-mail address listed above.

Speaker's Checklist

- _____ (1) Confirmed attendance by May 31, 2000
- _____ (2) Submitted paper per instructions on or before July 1, 2000
- _____ (3) Submitted Manuscript Submittal Form on or before July 1, 2000
- _____ (4) Submitted biography and audio/visual needs form on or before July 1, 2000
- _____ (5) Generated presentation (20 minutes plus a 5 minute question and answer session
- _____ (6) Register for conference as speaker before August 1, 2000.

Additional Conference Information

- (1) Speaker's Registration Fee is \$150.
- (2) You are invited to attend a Speaker's Breakfast to be held on the morning of your presentation at 7:00 a.m.
- (3) The Conference Hotel is the Huntsville Hilton. Please refer to <http://ampet.msfc.nasa.gov/> for reservation details.

Instructions for the Preparation of Papers for the 4th Conference on Aerospace Materials, Processes, and Environmental Technology

All manuscripts are due on or before July 1, 2000.

Presentations at these sessions must be limited to information either in the public domain or authorized for worldwide export in accordance with U.S. export law. If the data represent work accomplished under an U. S. contract and is restricted from export, written approval or public release from the contracting authority is required. It is responsibility of the presenting organization to assume responsibility for compliance with above requirement.

Please submit each manuscript electronically via electronic mail accompanied by two (2)-printed copies of the paper. Manuscripts should be formatted as described below. Submit your electronic copy in MS Word 7.0 or earlier version and as a PDF file on a PC Windows 95 format. The following instructions can be used to save the documents, including fonts and graphics, as PDF files.

- (1) From native application (i.e. Microsoft Word PowerPoint, PageMaker, Illustrator, etc.), print to file, which creates a postscript file.
- (2) In Adobe Acrobat Distiller, convert the postscript file to a PDF file.
- (3) To embed fonts, while in Adobe Acrobat Distiller, go to Job Options then Embed Fonts and save file.

To give uniform appearance to all papers, each manuscript must be set up with the following basic requirements:

1. Papers must be in English.
2. The manuscript should have a length of not more than ten (10) single-spaced, typewritten pages including figures, tables, and references. A title page should not be submitted.
3. The manuscript should be printed on one side of 8x11' white paper. Please use either "Times New Roman" or similar 10-point font. It should be single-spaced between lines, double-spaced between paragraphs, and the first line of each paragraph should be indented one-half inch. Do not indent a paragraph if the second line in the paragraph begins with an equation; however, double spacing between paragraphs should be maintained. Always double space between the text and the equations in order to provide sufficient space for super- and sub-scripts. Matrix printouts are not accepted.
4. The margins should be one inch.
5. Use good quality black print only.
6. All corrections should be made in such a way that any errors would not distinguishable.
7. The text should be written in third person.
8. Mathematical terms, symbols, equations, and other features that cannot be typed should be inserted neatly into the text in black ink. Equations should be indented by at least five spaces and numbered consecutively in order of their appearance in the text; they will be referred to by these numbers.

9. Tables, diagrams or other illustrations should be included on the text within the margin guidelines. They should be typed, as should figures. Tables or other illustrations may be placed in the text in the appropriate locations.
10. All illustrations must be referred to in the text, and numbered consecutively as Figures. Tables also must be referred to in the text and numbered consecutively. All references to figures and tables should be placed at the page first referred to and identified by an asterisk.
11. References should be given as follows:
 - a) References should be given at the end of the paper in alphabetical order by the last name of the first author and numbered consecutively.
 - b) References should be in standard form, giving last name of author(s) followed by initials, title of the work, source, volume, number, paper number (if any), month and year of publication, beginning and ending page number.
 - c) All listed references must be cited in the text and placed in parenthesis where cited.
12. The pages must be numbered in non-reproducing blue pencil consecutively at the center of the bottom of each page.
13. The manuscript shall be arranged in the following consecutive order:
 - a) The manuscript title, authors' names, affiliation, mailing address, phone number and email address
 - b) Introduction
 - c) Body
 - d) Acknowledgements, if necessary
 - e) References
14. The manuscript must not be folded.
15. The author is responsible for insuring that no information contained in the paper or presentation is Technology Transfer Sensitive. The following form must be submitted with the paper. If the form is not submitted the paper will not be included in the proceedings.

*Public Release Form
for Papers submitted for the
Fourth Conference on Aerospace Materials, Processes, and Environmental
Technology*

All Manuscripts and electronic files must be received on or before July 1, 2000. A copy of this form must be completed and included with each manuscript. (If you are submitting more than one paper, please reproduce this form.) Manuscript and electronic files should submitted to:

By Mail:

Attn: Dawn Cross
NASA/MSFC Bldg. 4612
Mail Stop ED36
Marshall Space Flight Center
Huntsville, Al 35812

dawn.cross@msfc.nasa.gov

Paper Title: _____

Authors: _____

The information in this paper has been reviewed for technical content. This document does not contain information which falls under the purview of U.S. Munitions List (USML), as defined in the International Traffic in Arms Regulations (ITAR), 22 CFR 120-130 or which falls under the purview of the Export Administration Regulations (EAR), 15 CFR 730-744. This document is not export controlled. This report in its entirety has been determined to be unclassified and publicly available.

Author's Signature

Date

Biography and Audio-Visual Needs Sheet

Please return the completed form no later than August 15, 2000.

Attn: Dawn Cross/ED36
NASA/Marshall Space Flight Center
MSFC, AL 35812
FAX (256) 544-5877

If you have any questions, please contact Dawn Cross at dawn.cross@msfc.nasa.gov or (256) 544-1835.

Biographical Information

Full Name: _____

How do you wish to be introduced? (name, title, etc.):

Current Employer and Organization: _____

Your title within that organization: _____

Degrees (type, field, place, year) (Optional or latest degree): _____

Awards, Honors Societies, etc. (Optional): _____

Audio/Visual Needs

☐ None

☐ Overhead

☐ 35 mm Slide Projector

☐ _____ inch Video Cassette Recorder

☐ LCD Projection

☐ Other _____